



2 Decades • 8 Institutions • 31000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

POORNIMA GROUP
Achieving Excellence Together

E21B

REQUISITION FOR ON CAMPUS MEAL

We are organizing program with following details:

Organizing Department & Institute:				
Coordinator Name:			Mobile No.:	
Program name:				
Venue:				
Starting Date:			End Date:	
No. of Days:				
Type	Breakfast	Lunch	Refreshment	Dinner
No. of Persons				

Food Type:

A) Regular Mess Food B) A + Extra Sweet + Salad + Papad

C) Any Other Item:

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Signature of Coordinator

Signature of HOD/Dean

Signature of Registrar

Communicated to Mess In-charge on Date: Time:

For Use of Mess In-Charge

Noted in Diary (Comment if Any)	
Remark/Approval by Registrar	

Signature of Mess In-charge
with Date

Signature of Registrar
with Date

Note:

- 1) Booking of Breakfast/ Lunch/ Refreshment/ Dinner shall be communicated to the concerned authorities at least 3 days prior to the date of event.
All such bookings will be entertained only by filling up E-21(B).
- 2) Category of Breakfast/ Lunch/ Refreshment/ Dinner shall be specified.